



## DEPARTMENT OF CORRECTIONS POLICIES AND PROCEDURES

Policy No.: DOC 5.2.3	Subject: <b>DEPARTMENT MCE PRODUCT SALES</b>
Chapter 5: OFFENDER PROGRAMS	Page 1 of 4
Section 2: Academic and Vocational Education	Revision Date:
Signature: /s/ by Director Day 3/17/97	Effective Date: Aug. 1, 1997

### I. POLICY:

The intent of this policy is to establish guidelines and procedures for divisions within the Montana Department of Corrections to purchase products and/or services produced by Montana Correctional Enterprise programs.

### II. AUTHORITY:

53-1-203, MCA. Powers and Duties of the Department of Corrections

53-1-301, MCA. Institutional Industries.

### III. DEFINITIONS:

**Division** means divisions within the Department of Corrections which include the Montana State Prison, Montana Women's Prison, Pine Hills Youth Correctional Facility, Professional Services, Administrative Services, Community Corrections and Montana Correctional Enterprises (MCE). For the purposes of this policy, programs within the state which are under contract to the Department are eligible to make purchases from MCE.

**DOC** means the Department of Corrections.

**MCE** means the Montana Correctional Enterprises with program operations under the Ranch, Industries and Vocational Education/Training programs.

**MCE Products** means products and services manufactured or provided by MCE.

#### **IV. PROCEDURES:**

##### **A. DOC / MCE Mission**

In order to meet the mission of DOC / MCE in regards to holding adult and juvenile offenders accountable for their actions through work and skill development, it is imperative that divisions within the Department attempt to purchase products manufactured by MCE. Moneys spent within the Department on MCE products are used to support the mission of providing programs for work and skill development for offenders with minimum general fund costs. MCE operations are self-supporting programs dependent on customer sales and satisfaction. Without customer support at the Department level, MCE cannot exist and thus help to fulfill an important part of the Department's mission.

##### **B. Products Covered under this Policy**

1. Upholstery and sewing items
2. Furniture and office furnishings
3. Panel systems
4. Printing
5. Sign work
6. Fence and pole materials
7. Dairy products
8. Compost products
9. Automotive and heavy equipment repair (MSP location and outside divisions on a case-by-case basis)
10. Horticulture/garden products
11. Laundry (at the MSP location and outside divisions on a case-by-case basis)
12. Any other products or services that MCE may produce in the future.

MCE will ensure that all Department divisions have current product catalogs and pricing by July 1 of each year. The catalog will include descriptions and prices for all products. The catalog will be updated and revised during the year as MCE deems necessary. Special

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orders will be considered on a case-by-case basis, and every attempt will be made to meet the needs of the customer within the capability of the respective MCE program.

**C. Purchasing Requirements for Department Divisions**

Divisions within the Department may not purchase any goods or services provided by MCE from any other source unless it has been determined in writing, by the Division procurement officer, that purchase from MCE is not feasible due to one or more of the following reasons:

1. The product or service cannot be supplied within a reasonable time by MCE. (A standard time frame for the delivery of furniture/upholstery products is eight to ten weeks.)
2. The products or services offered by MCE do not meet the current needs of the division.
3. The cost of the product or service is not competitive with the cost of procuring the items from another source. Consideration must be given to procurement of a similar product with comparable specifications.
4. Consideration for the purchases of goods and services that can be provided by MCE but are to be purchased from another source, must first have the approval of the facility administrator and the division administrator.
5. Each division is responsible for checking with MCE about product availability, delivery dates and current costs. The division can then make cost and quality comparisons by contacting outside vendors. These comparisons should ensure that the same type of product at a comparable quality is being considered.

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6. MCE may take special orders to manufacture items which are not part of the program's normal inventory. In the event that a special order item represents a product which may result in repeat business, and for which there is a reasonable market, that special order item may be added to MCE's regular product line.

**D. MCE Not Meeting Division Needs**

1. Division administrators shall contact the MCE Management Team Leader when the needs of the division are not being met in regard to quality, price, and/or reasonable delivery times. MCE will review all such inquiries to determine how best to remedy the problem and to ensure that the needs of all customers are met to the extent possible.
2. The MCE Management Team will review all requests for outside purchases on a quarterly basis. The purpose of the review is to provide MCE with information on how best to meet the needs of DOC in the future, and to evaluate whether a fair comparison of MCE products and outside vendors' products was made.

**E. Compliance**

Compliance with the provisions of this policy rests with facility administrators, division administrators and purchasing personnel. The Director's Office may review outside purchases to ensure compliance with this policy in the event that there appears to be a pattern of purchasing products from outside vendors that could have been supplied by an MCE program.

**V. CLOSING:**

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Questions concerning this policy shall be addressed to your Division Administrator or the Montana Correctional Enterprises Management Team Leader.